

STATE OF SOUTH CAROLINA

Project Manager II

General Nature of Work:

Under limited supervision, manages and coordinates all tasks associated with one or more major, multi-agency, or enterprise projects of significant complexity and risk.

Guidelines for Class Use/Distinguishing Characteristics:

This class is intended for use as an advanced-level project manager within the professional project management discipline. Incumbents use project management techniques to manage projects of significant complexity and risk.

Examples of Work:

(Note: The examples of work listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position. The intent of the listed examples is to give a general indication of the levels of difficulty and responsibility common to all positions in this class.)

Defines project objectives and scope by reviewing project proposal to determine time frame, available funding, procedures, and various phases of project life cycle for major, multi-agency, or enterprise projects.

Prepares necessary documentation to support project initiatives; reviews and manages proposal selection and bid recommendations.

Coordinates and manages projects using project management methodologies from inception through completion.

Determines and evaluates risks that may affect the project and implement a risk mitigation strategy.

Oversees the development and execution of communication plan which may include communicating with organizational leaders, elected officials, and the general public about the project's impact or status.

Prepares status reports and provides updates to project stakeholders, sponsors, champion, etc.

Manages the procurement process required by the project and participates in contract negotiations resulting from Request For Proposal selection.

Reviews requests and recommends changes from original specifications with project sponsor, project team, or stakeholders.

Reviews progress and status of all projects within a program and identifies specific activities to be performed to ensure project deliverables, milestones, and required tasks are completed according to project deadline.

Creates quality management plans; develops and maintains project documentation; oversees project design to ensure compliance with federal and state laws, or agency's criteria, codes and regulations.

Assists in the development and delivery of project management training and workshops.

Knowledge, Skills and Abilities:

(Note: The knowledge, skills and abilities listed are not necessarily inclusive of the requirements for every position in the class.)

Knowledge of an agency's mission, programs, and objectives.

Knowledge of project management principles and methodologies.

Ability to plan, organize, and coordinate work assignments.

Ability to manage work, delegate, and provide guidance to employees.

Ability to make presentations and prepare reports.

Knowledge of state government procurement regulations and processes.

Knowledge of state government fiscal policies, procedures, and processes.

Knowledge of project management principles and methodologies.

Ability to assign appropriate priorities to work activities based on organizational goals and situational pressures.

Ability to effectively plan and organize work activities and prioritize task completion to meet schedules and deadlines.

Ability to conceptualize needed change and to initiate appropriate activities to move from concepts to implementation.

Ability to interpret and apply rules and regulations.

Ability to communicate effectively.

Necessary Special Requirement:

Some positions may require certification as a Certified Associate in Project Management or Project Management Professional (PMP).

Minimum Requirements:

(Note: Additional requirements may be applicable for individual positions in the employing agency.)

A bachelor's degree and experience managing large projects of moderate complexity and risk.